

San Joaquin County Robert J. Cabral Agricultural Center
Room Reservation Coordinator: 209-953-6003

Important Meeting Room Information

- Please make checks for fees to SJC Agricultural Commissioner. [Only cash or checks are accepted.](#)
- All rooms have audiovisual connections which include:
 - a ceiling-mounted LCD projector and a drop down projection screen
- Other items available:
 - podiums (one per room)
 - Assembly rooms: microphones, stages, U.S. flags
 - Some rooms have VOIP conferencing capabilities. Check with the Room Coordinator. Renter will need to provide conference phone.
- To connect to the audiovisual equipment, a laptop is required. [Renter will need to bring their own laptop.](#) Audiovisual cords will be supplied. Wi-Fi is available without a password.
- During the reservation time, furniture may be moved within each room (but not from room to room). If any furniture is moved in the room, it is the renter's responsibility to return the room to its default configurations before leaving.
- If a change from the default room configuration is required or if cleaning of the room is requested, state on the application and provide a customized layout. Janitorial services for these tasks will be hired and renter will be billed at \$22.00 per janitor per hour for the services. The cost will be deducted from renter's deposit.
- Deliveries will not be accepted. Deliveries may only be scheduled during the hours of the renter's reservation. **Renter must be present when a delivery is made.** All equipment and supplies must be removed at the end of the reservation time. Equipment or supplies cannot be held to be picked up later.
- For large events involving food, a 2 yard garbage bin will be ordered unless renter's caterer will be removing the waste from the premises. The cost will be deducted from the renter's deposit.
- When a room reservation begins or ends outside of the Ag Commissioner's Office's normal business hours (Monday - Friday 8:00 a.m. – 5:00 p.m.), the renter will need to schedule to pick up door access cards a day before the reservation date in order to have access to the building before 8:00 a.m. and/or lock up the building after 5:00 p.m. Make arrangements for pick up of the cards with the Room Coordinator, Monday through Friday, 8:00 a.m. – 5:00 p.m.
- Recommendations for local hotels and restaurants cannot be provided. Please visit www.visitstockton.org or 209-938-1555 for recommendations.